

**U.S. MISSION, PAKISTAN– EMBASSY ISLAMABAD**

**VACANCY ANNOUNCEMENT NUMBER: 15-42**

**OPEN TO:** All interested candidates

**TITLE:** Media Officer

**GRADE:** FBN-8 (Rs.1,010,079 – Rs.1,867,824 p.a)

**Opening Date:** April 8, 2015

**Closing Date:** April 21, 2015

**Location:** Islamabad

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U. S. Embassy in Islamabad is seeking an individual for the position of Media Officer in the Open Source Center, Islamabad.

**BRIEF DESCRIPTION OF DUTIES:**

Incumbent manages the collection of online, electronic, and print media reporting on Pakistan. Provides finished products and services of high quality to US Government customers in a timely manner. Analyze media to match OSC official requirements and changing media and political circumstances. Write timely analytic products on political, economic, and security issues based on media evidences and accrued observations. Translates accurately from Urdu/ other local languages' print, electronic, and Internet sources into English at an appropriate pace and volume. Performs other related duties as assigned by the Manager.

**QUALIFICATION REQUIRED:**

**EDUCATION:** University degree (16 years of education) in English, Political Science, Journalism, Mass Communication, Economics, International Relations or any other relevant field is required.

**EXPERIENCE:** Minimum 3 years of working experience in a media related position with a significant knowledge of local and international political, economic and social issues is required.

**LANGUAGE:** Level IV (Fluent) Reading/Writing/Speaking English & Urdu is required. Language skills will be tested.

**KNOWLEDGE:** Incumbent must have strong knowledge of Pakistan's media and politics. Strong knowledge of Pakistan's history, geography, economic, cultural, military, and biographic environments is required. Must have comprehensive understanding of media environments, applicable trends, and multimedia technology. Good knowledge of Pakistani foreign policy and a strong interest in international affairs is required.

**ABILITIES & SKILLS:** Incumbent must have research and analytic writing skills. Familiarity with existing and emerging Internet technologies is required. Basic organizational skills and ability to handle multiple tasks with short deadlines and demonstrated excellent interpersonal skills are required. Incumbent must be a team player and be willing to work a rotating shift schedule, including some evenings, weekends, and holidays.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in
2. determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
6. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within six months from the effective date of the reassignment/promotion.
7. Current employees who have received any job related training are not eligible to apply in another section/agency within six months from the effective date of the training.
8. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

**TO APPLY:**

Interested applicants for this position must submit their completed DS-174 (Application for Employment as LE Staff or Family Member) or a current resume that provides the same information found on the DS-174 (See Appendix B) by e-mail at **PakJobs@state.gov** The Vacancy Announcement Number (e.g 14-104) must be mentioned in the subject line of the email. Applicants are encouraged to submit the DS-174. However, applicants who submit both a DS-174 and a resume will not be considered.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

<b>LAST DATE FOR RECEIPT OF APPLICATIONS: April 21, 2015</b>
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